**Online and Digital Education Advisory Committee**
**Meeting Minutes**
**September 8, 2020**
**1:00 pm – 2:00 pm, Zoom**

**Present:**

Moses Wolfenstein (MW)
Gema Perez (GP)
Mark Fields (MF)
Lucy Alamillo (LA)
Renee Galbavy (RG)
*indicates guest

Kevin Degnan (KD)
Ryan Martinez (RM)
Jim Noyes (JM)
Laura Almo (LaA)

Laurie Houske (LH)
Mary McMillan (MM)
Pete Marcoux (PM)
Darilyn Rowan (DR)

1. **Division Representation on the committee**
   - Discussion about needing Health Science and Athletics (HSA) and Industry and Technology had not representation.
   - HSA did have representation now that Public Safety moved to that Division and MF was a faculty in that area.
   - After examining the roster, it was determined that Mathematical Sciences was also missing representation
   - Integral to have representation from all Divisions, given that the post COVID landscape will be much different than the pre-COVID landscape when it comes to faculty who are teaching interested in teaching online. Many faculty who were not interested before are now certified to teach online.

2. **SPOCK Update**
   - Around 60 faculty have completed SPOCK and around 100 more that are close to finished.
   - There is another 50 that are easily going to finish.
   - Total about 400 faculty started the course.
   - RM, new instructional designer, did a shadow walkthrough with MW. They will do this a few more times and then RM can start doing walkthroughs to relieve the bottle neck.
   - COVID seems to have pushed people to want to make the best online course they can. They are getting as much out of the materials as they can.
   - MW really impressed with what he has seen in walkthrough.
   - Online and Digital Education (ODE) will put out a last call for registration and then close the SPOCK registration in the next couple of weeks.
   - ODE intends to resume the traditional Online Learning and Teaching Certification in the Spring.

3. **Peer Online Course Review (POCR)**
   - A number of faculty have signed up for the POCR training.
   - We have about 20 who have either already completed or are signed up now.
   - In the next months, ODE Advisory Committee will create the process for the local POCR
   - RM will be heavily involved in POCR.

- Intent is that if a faculty is DE Certified and has taken the POCR training. We will have an exchange where they review another faculty's course and another faculty reviews one of their courses. This will be a way to get the ball rolling.
- Given so many faculty have gone through SPOCK and that is based on the Online Education Initiative Rubric, which is the review method at the consortium level, the expectation is courses should be able to move through local review, to consortium review, to exchange ready quite easily.
- MW and RM will go to POCR norms training next week, as first step to become local POCR certified.

4. **OEI Course Exchange**
   - GP – ITS is working to create more location codes for courses to that Online is separate from Offsite, Dual Enrollment, and Hybrid. This will make a cleaner pull of data from Colleague into the Course Exchange.
   - Members expressed concern about how the agreement with OEI and the functionality of the exchange has changed drastically since ECC joined it

5. **AP 4105**
   - More discussion on Maintaining Certification. Want to make sure there is and established process and that it will be used and cannot be circumvented.

6. **Other Topics**
   - Question about recording positive attendance. It did not make it into AP 5070 and does not seem to be in the AP for Face-to-Face courses either. ODE Advisory Committee will need to revisit this, especially with the advent of Synchronous online classes.

**Next Meeting: October 13, 2020**